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PMA A-36

: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production and Marketing Administration
: Washington 25, D. C.

: Number 154

September 27, 1948

: PMA PROCEDURE TRANSMITTAL

NEW RELEASES

ADMINISTRATIVE
Reserve NOTICE NO. 110
9-9-48

EMPLOYMENT OF GRADUATE STUDENTS AND FACULTY MEMBERS FOR PROFESSIONAL, SUBPROFESSIONAL, AND SCIENTIFIC RESEARCH POSITIONS: Announces new positions excepted from the Civil Service Regulations. Gives the procedure to be used by the Department and PMA in filling positions under Schedule A(9)(xxxvi). Requests branch directors to submit information on internship opportunities. Supplies a Sample Memorandum of Understanding. Distribution: AA-01-A; AA-03; A-01,25,26; B-26.

120.9
9-16-48

DETERMINATION OF DOMESTIC MARKET PRICE FOR PRICE SUPPORT COMMODITIES SOLD UNDER SECTION 112(e) OF THE FOREIGN ASSISTANCE ACT OF 1948: Authorizes directors of branches and PMA Commodity Offices to propose formulas for determining domestic market prices of owned commodities sold under the FA Act of 1948, directs the preparation, clearance, approval and distribution of such formulas and furnishes details on the calculation of market price on the basis of formulas approved by the Administrator.

203.4
9-21-48

TRANSFER OF CERTAIN CLAIMS TO THE MEMORANDUM ASSETS ACCOUNT: This Instruction outlines the method for removing from the active accounts of the Commodity Credit Corporation certain claims which have been determined to be inactive. It is based on docket *C 136b, entitled, "Establishing Policies Relative to the Establishment and Maintenance of a Memorandum Asset Account for Certain Claims Determined to be Inactive," which was approved by the Board of Directors, CCC, on August 6, 1947. Distribution: A, B.

354.5
9-20-48

ORIENTATION AVAILABLE TO EMPLOYEES OF PMA AND THE RESPONSIBILITY FOR TRAINING: Outlines types of orientation available to employees of PMA and the responsibility of supervisors, branch directors and training specialists in training new employees. Distribution: A, B.

REVISIONS AND CHANGES

ADMINISTRATIVE
NOTICE NO. 108
EXHIBIT A
8-30-48

RENUMBERING SCHEDULE FOR ADMINISTRATIVE SERVICES MANUAL INSERTIONS: Change the new number for Instruction 416.2, "Acquisition of Forms and Administrative Supplies, Equipment and Miscellaneous Services - Area and Field Offices," from 413.3 to 413.6. Change the new numbers for Instructions 418.1, "Procurement of Purchased Published Material - Washington," and 418.2, "Procurement of Purchased Published Material - Area and Field," to 453.1 and 453.2 respectively. Since preparation of the Renumbering Schedule, Instruction 422.2, "Control and Utilization of Non-Expendable CCC

PMA PROCEDURE TRANSMITTAL 154

REVISIONS AND CHANGES (Cont'd.)

ADMINISTRATIVE
NOTICE NO. 108
EXHIBIT A
(Cont'd.)

Property, Washington and Area AS Divisions and CCC Field Offices," was released with PT 149 and should be renumbered to 413.7; also, Instruction 441.3, "Correspondence - Responsibility for Vise," 2-18-47, has been declared obsolete and should be removed from the Manual. Distribution: A, B.

221.1
8-30-48

APPROPRIATIONS OF FUNDS: Procedure Transmittal 152, 9-6-48, failed to state that PMA Instruction 221.1 superseded Fiscal Internal Instruction FI 602-1 "Appropriations and Funds," dated 9-19-47. Distribution: A.

113.1
EXHIBIT A
7 22-48

ORGANIZATION OF PMA STATE OFFICES AND PMA STATE COMMITTEES: The Montana State Office has moved to 211 North Grand St., P.O. Box 149, Bozeman, Montana. This change of address was effective September 1. Distribution: A,B.

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U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATIONDETERMINATION OF DOMESTIC MARKET PRICE FOR PRICE SUPPORT COMMODITIES
SOLD UNDER SECTION 112(e) OF THE FOREIGN ASSISTANCE ACT OF
1948

I PURPOSE

This Instruction prescribes the method to be followed in determining the domestic market price at time and place of delivery of price support commodities sold under Section 112(e) of the Foreign Assistance Act of 1948.

II AUTHORITIES

The Administrator of PMA has been delegated the authority vested in the Secretary of Agriculture to determine the domestic market price at time and place of delivery of commodities purchased in the administration of price support programs and transferred for use on relief programs under Section 112(e) of the Foreign Assistance Act of 1948. Section 112(e) of that Act specifies that the "Sales price paid as reimbursement to CCC.... shall be in such amount as CCC determines will fully reimburse it for the cost to it of such surplus agricultural commodity at the time and place such surplus agricultural commodity is delivered by it, but in no event shall the sales price be higher than the domestic market price at such time and place of delivery as determined by the Secretary of Agriculture...."

III DETERMINATION OF DOMESTIC MARKET PRICE

A domestic market price shall be determined each time a price support commodity is transferred under Section 112(e), so that billing may be made in accordance with Section 112(e) of the Foreign Assistance Act of 1948.

The following action shall be considered as a determination of the domestic market price:

A The Administrator of PMA will approve a formula specifying the manner in which the domestic market price will be calculated.

B The commodity branch director, or the director of a PMA Commodity office, designated by the Administrator, will compute the domestic market price utilizing the approved formula.

The manner in which formulas are developed, cleared and utilized is set forth in later sections of this Instruction.

DETERMINATION OF DOMESTIC MARKET PRICE FOR PRICE SUPPORT COMMODITIES
SOLD UNDER SECTION 112(e) OF THE FOREIGN ASSISTANCE ACT OF 1948

IV DEVELOPMENT OF THE DOMESTIC MARKET PRICE FORMULA

Development of the formula utilized in computing the domestic market price shall be the responsibility of the authorized commodity branch which has responsibility for the particular price support program. Whenever there is a prospective sale of a price support commodity under Section 112(e), the responsible commodity branch shall develop a formula for that commodity and arrange for its approval and clearance as provided below. Development of such a formula should not be delayed, since the domestic market price of a price support commodity cannot be determined until a formula has been approved.

Branches shall prepare this formula in the format shown in Exhibit B of this Instruction. A separate formula shall be prepared for each specific commodity.

Each formula submitted for approval shall contain these factors:

- A The specific basing point to be used;
- B The prevailing market quotation to be used;
- C The transportation factor to be added to the market price quotation;
- D The normal commercial handling charges to be added to B and C.

The standards to be used in developing these factors are shown in detail in the delegation of authority from the Secretary of Agriculture to the Administrator of PMA attached as Exhibit "A". These standards provide that the market price shall be computed in a manner which will reflect as accurately as possible the market price claimants would pay for a like commodity transferred at the same time and place CCC makes delivery. The standards thus require that the formula include all costs (such as brokerage and commissions, where appropriate, and any differences between the grade, variety, packaging and other factors on CCC and non-CCC sales) that commercial sellers would take into account in determining market price.

Amendments to approved formulas shall be prepared in the same manner as a new formula. In lieu of submitting an amendment to an existing formula, a completely revised formula shall be prepared.

Each formula developed shall be accompanied by a memorandum from the initiating unit briefly explaining the formula and containing a specific example of application of the formula. The domestic market price

DETERMINATION OF DOMESTIC MARKET PRICE FOR PRICE SUPPORT COMMODITIES
SOLD UNDER SECTION 112(e) OF THE FOREIGN ASSISTANCE ACT OF 1948

(IV)

computed under the formula for a recent period also shall be compared with an example of an actual or estimated cost to CCC for the same item whenever CCC has the item in inventory or under contract. Since Exhibit "B" provides not only for approval of the formula, but also for designating a specific person to calculate the domestic market price, it is not necessary that the formula be accompanied by a separate delegation of authority to calculate the domestic market price. The only persons who will be authorized to compute domestic market prices will be the director of the commodity branch or the director of the PMA Commodity office named.

V CLEARANCE AND APPROVAL OF THE FORMULA

The Price Support and Foreign Supply Branch shall be responsible for coordinating the work on the development of formulas and shall be responsible for clearing formulas received from the appropriate commodity branches with other branches, the Solicitor's office, the Manager, CCC, or other staff offices before the formula is presented to the Administrator of PMA for approval.

VI COMPUTATION OF DOMESTIC MARKET PRICE ON BASIS OF APPROVED FORMULA

A General - Computation of the domestic market price on the basis of approved formula to the fullest extent practicable shall be made in the field by the director of the appropriate PMA Commodity office in the format shown in Exhibit "C".

B By PMA Commodity Office - Computations will be made by PMA Commodity offices only when specifically authorized to do so by the Administrator of PMA. Immediately following delivery of the commodity, the PMA Commodity office authorized to compute the market price and responsible for invoicing the commodity shall compute the domestic market price in accordance with the approved formula. Computations shall be made in the format shown in Exhibit "C". Such formats shall be numbered in accordance with the instructions specified in the format. Approval of this calculation by the director of the field constitutes the final step in determining the domestic market price.

C Washington - Commodity Branch - Computations shall be made by the Washington commodity branch only when authorized to do so by the Administrator of PMA. When responsibility for calculation of the domestic market price is given to the commodity branch in Washington and a PMA Commodity office, or offices, is responsible for shipping and storage activities, the following action shall be taken in computing the domestic market price:

DETERMINATION OF DOMESTIC MARKET PRICE FOR PRICE SUPPORT COMMODITIES
SOLD UNDER SECTION 112(e) OF THE FOREIGN ASSISTANCE ACT OF 1948

(VI C)

1 The PMA Commodity office having control of the commodity at the time of delivery will provide the commodity branch daily with the following information: requisition number; date of delivery; place of delivery; commodity description; commodity code (7 digits); quantity; FAS number, if any; vendor contract number; FOB point; and, if shipped from storage, warehouse location. This information will be furnished in duplicate, one copy to be furnished the Fiscal Branch by the commodity branch.

2 The commodity branch, on receipt of such information, shall calculate the domestic market price in the format shown in Exhibit "C" in accordance with the approved formula. This calculation shall be signed by the director of the commodity branch and numbered in accordance with the instructions shown on the form and forwarded to the appropriate PMA Commodity office. This constitutes the final step in determination of the domestic market price.

3 Where the Washington commodity branch is responsible for shipping services, utilizing cooperatives or other facilities where fiscal operations are not delegated to PMA commodity offices (such as in the Peanut or Wool program), the commodity branch authorized to calculate the domestic market price shall be responsible for obtaining any information needed in the computation of domestic market price. The commodity branch shall compute the domestic market price utilizing format shown in Exhibit "C". This format shall be signed by the director of the branch and numbered in accordance with instructions on the form and transmitted to the appropriate PMA Commodity office.

VII HANDLING OF REQUISITIONS, PROCUREMENT AUTHORIZATIONS, AND ORDERS
ON COMMODITIES SOLD UNDER SECTION 112(e)

Prior to distribution of procurement authorizations, requisitions, and orders, the Price Support and Foreign Supply Branch will mark each such document to indicate that the sale has been made under Section 112(e) of the Foreign Assistance Act of 1948, so that appropriate billing may be made.

VIII LIMITATIONS OF THIS INSTRUCTION

This Instruction is not intended to establish the procedure for determining the cost price to CCC or to be used as a guide for accounting purposes, as such determinations and accounting functions will be set forth in instructions by the Fiscal Branch.

DETERMINATION OF DOMESTIC MARKET PRICE FOR PRICE SUPPORT COMMODITIES
SOLD UNDER SECTION 112(•) OF THE FOREIGN ASSISTANCE ACT OF 1948

IX DUPLICATION AND DISTRIBUTION OF FORMULAS AND COMPUTATIONS

After formulas have been authorized by the Administrator and computations under the authorized formulas have been approved by the branch or PMA Commodity office director, they shall be typed in the format shown in Exhibit "B" and "C", in sufficient number only as needed for immediate use and distributed by the authorized branch or PMA Commodity office to the Fiscal and other branches and offices as the program may require.

* * *

Attachments - Exhibit "A"
Exhibit "B"
Exhibit "C"

DETERMINATION OF DOMESTIC MARKET PRICE UNDER SECTION 112(•) OF THE
FOREIGN ASSISTANCE ACT OF 1948

Pursuant to the authority vested in me by Section 22, Title 5, U. S. Code, I hereby delegate the responsibility and authority to determine the domestic market price at time and place of delivery of surplus agricultural commodities acquired by the CCC in the administration of its price support programs and utilized in furnishing assistance or relief to foreign countries (including occupied or liberated countries or areas of such countries) pursuant to section 112(e) of the Foreign Assistance Act of 1948 (Public Law 472, 80th Congress) to the Administrator of the Production and Marketing Administration to be exercised in conformity with the following standards, direction, and procedure:

1 The domestic market price shall be a computed price based upon (a) the prevailing market price of the commodity at the basing point selected, and (b) the transportation and normal commercial handling costs from basing point to the place of delivery by CCC. Each of these two components shall be determined as follows:

a Prevailing market price of the commodity at the basing point

(1) Basing point - The basing point selected for pricing commodities usually sold on organized exchanges shall be the organized market center nearest the place in the United States at which transfer occurs. For other commodities, the basing point selected shall be the point of production, processing, or the major market nearest the place in the United States at which transfer occurs.

(2) Prevailing market price - The prevailing market price for commodities which fluctuate materially from day to day shall be the price at the basing point on the day of delivery by CCC. For commodities which are relatively stable in price or show relatively minor day-to-day fluctuations, the market price shall be the market price prevailing at the basing point in the calendar week in which delivery by CCC occurs. In determining the prevailing market price, preference shall be given to prices compiled by and published by agencies of the Department of Agriculture, and where such prices are not available for the commodity transferred the best available trade and other sources shall be used and supplemented by information obtained from private firms or employees of the Department of Agriculture. In addition, allowance shall be made for any special packaging of commodities supplied by CCC. Where prices are quoted for specific

DETERMINATION OF DOMESTIC MARKET PRICE UNDER SECTION 112(●) OF
THE FOREIGN ASSISTANCE ACT OF 1948

(1 a (2))

grades and CCC delivers a specific grade, the prevailing market price shall be for that grade. However, when CCC delivers several grades and varieties on one transfer and the proportion of each grade and variety in such shipments are not determinable readily, the prevailing market price shall be a weighted average of the various grades and varieties, using as weighting factors (unless the price already is a weighted price for grades and sizes) the proportion of each grade and variety acquired by CCC under the price support program.

b Transportation and normal commercial handling charges from basing point to place of delivery by CCC

(1) Transportation charges - Transportation charges shall be the prevailing rates from the basing point to the place of delivery by CCC for rail, truck, or boat hauling, whichever is appropriate for the type of commodity transferred. Such charges shall include where appropriate, switching, accessorial, loading and unloading, and similar charges at prevailing rates in addition to the rate charged for moving the commodity from the basing point to the place of delivery by CCC.

(2) Normal commercial handling charges - The factor added for handling shall include all charges in addition to those included under transportation which a non-CCC seller usually would include, such as insurance, allowance for loss and spoilage, and commissions or brokerage for procuring and arranging for movement of the commodity to place of delivery. In determining the appropriate handling charges to be used, commercial firms that customarily export the items in question shall be consulted.

2 The time of delivery by CCC on each such transfer shall be the date shown on the ocean bill of lading or the consignee's receipt, irrespective of the date of purchase of the commodity or the date the commodity starts moving to place of transfer.

3 The place of delivery by CCC shall be that where the transfer of title occurs.

The Administrator may subdelegate such of the duties and functions conferred herein as he may deem necessary to any employee of the Department of Agriculture.

May 18, 1948
Date

/s/ N. E. Dodd
Acting Secretary of Agriculture

MARKET PRICE FORMULA AND AUTHORITY FOR CALCULATION
OF A DOMESTIC MARKET PRICE

Delegation of Authority to _____ to calculate Domestic Market Price as defined in Section 112(e) of the Foreign Act of 1948.

Pursuant to the authority vested in me by the Secretary of Agriculture with respect to the "Determination of Domestic Market price" under Section 112(e) of the Foreign Assistance Act of 1948 dated May 18, 1948, the director of the _____ branch (or field office) is hereby authorized to calculate the domestic market price of _____

_____ sold under Section 112(e) of the Foreign Assistance Act, provided that such calculation shall be made in accordance with the provisions of the formula below and the provisions of the delegation of authority from the Secretary of Agriculture to the Administrator.

The formula approved for calculating domestic market price of _____ is as follows:

1. Basing point
2. Prevailing market price
3. Transportation factors
4. Normal commercial handling charges

The domestic market price shall consist of factors 2, 3 and 4 combined.

This authority may not be redelegated. Each calculation of a domestic market price made under the above formula shall be approved by the director of the _____ branch (or field office), or the acting director in his absence. The price computed in this manner shall be the domestic market price for that commodity.

(Administrator)

(Effective Date)

(SAMPLE
FORMAT)

U. S. DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

PMA-120.9
Exhibit "C"

CALCULATION OF DOMESTIC MARKET PRICE FOR (Insert commodity name)

Calculation Number _____

Authorized Formula Number 1/

1. <u>Commodity and delivery to which applicable</u>	:	:
a. Name	:	:
b. Packaging	:	:
c. Date or period of delivery	:	:
d. Place of delivery	:	:
e. Requisition number	:	:
2. <u>Basing Point</u>	:	:
<u>Indicate place</u>	:	:
3. <u>Prevailing market price</u>	:	:
a. Price at basing point	:	:
b. Allowances to be added	:	:
(1)	:	:
(2)	:	:
(3)	:	:
Total prevailing market price	:	:
4. <u>Transportation charges from basing point</u>	:	:
<u>to point of delivery</u>	:	:
a.	:	:
b.	:	:
c.	:	:
Total transportation charges	:	:
5. <u>Normal commercial handling charges</u>	:	:
a.	:	:
b.	:	:
c.	:	:
Total commercial handling charges	:	:
Domestic market price	:	:

APPROVED

Director _____

(Date) _____

(Branch or PMA Commodity Office) _____

1/ Insert number of delegation of authority under which the calculation is being made, followed by the number of the calculations made by the branch or the office under the delegation.

U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

TRANSFER OF CERTAIN CLAIMS TO THE MEMORANDUM ASSET ACCOUNT

I PURPOSE

This Instruction outlines the method for removing from the active accounts of the Commodity Credit Corporation (hereinafter referred to as the Corporation) certain claims which have been determined to be inactive.

II SCOPE

This Instruction covers all claims due CCC, except debts of farmers, where it has been determined that conditions are such that it is unlikely or impossible that recovery may be made and provides for the removal of such claims from the assets of the Corporation, as reflected in its financial statement, by transfer to a Memorandum Asset Account. This Instruction does not affect the handling of claims due the Corporation from farmers. Such claims may be compromised, adjusted or cancelled under Public Law 518, 78th Congress (58 Stat. 836) and the Regulations of the Secretary of Agriculture.

III POLICY

Under the policy adopted by the Board of Directors, claims due the Corporation will be transferred to a memorandum asset account and further aggressive action to collect them will be discontinued when it has been determined by the Manager, or his designee, that such claims are inactive. The recommendation for the transfer of a claim to the memorandum asset account must be made in writing by an authorized officer and must have the concurrence of the Treasurer of the Corporation.

IV DEFINITIONS

A The term "claim" as used herein means any indebtedness which has been definitely determined by legal or administrative action to be owing to the Corporation, EXCEPT debts of farmers. Claims which are in dispute because of a question of fact or law may not be recommended for transfer until they have been resolved, without compromise, in favor of the Corporation. Such resolution of differences need not include an admission of indebtedness by the debtor.

B The term "authorized officer" as used herein means the Director of any Branch of the Production and Marketing Administration, the Director of any PMA Commodity Office, or other officer of the Corporation or employee of the Production and Marketing Administration as the Manager of the Corporation may designate.

PT- 154	DISTRIBUTION A, B	PAGE 1 (9-21-48)
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TRANSFER OF CERTAIN CLAIMS TO THE MEMORANDUM ASSET ACCOUNT

V TYPES OF CLAIMS WHICH MAY BE RECOMMENDED FOR TRANSFER TO THE MEMORANDUM ASSET ACCOUNT

All claims due the Corporation from any person or legal entity (EXCEPT debts of farmers) may be eligible for transfer to the memorandum asset account. Such indebtedness includes, but is not limited to, debts due from contractors, vendors, processors, warehousemen, carriers, etc.

VI CONDITIONS UNDER WHICH CLAIMS MAY BE RECOMMENDED FOR TRANSFER TO THE MEMORANDUM ASSET ACCOUNT

A General - Claims may be recommended for transfer to the memorandum asset account provided the conditions set forth below in paragraph B, "Minimum Requirements" and, where applicable, the additional conditions set forth in paragraph C, "Special Types of Claims," have been met.

B Minimum Requirements

1 Written demand for payment must have been made upon the debtor.

2 The efforts which have been made to collect the claim, including a showing that reasonable efforts have been made to determine that there are no amounts payable to the debtor by the Corporation from which the claim might be set off, must be shown in the recommendation.

3 The authorized officer must determine that all reasonable efforts have been made to collect the claim and give the reasons for such determination.

a In arriving at such determination with respect to claims of less than \$100.00, the authorized officer shall consider:

- (1) The amount of the claim;
- (2) The additional expense which would be incurred in making further collection efforts;
- (3) Any other relevant circumstances applicable to the particular case.

TRANSFER OF CERTAIN CLAIMS TO THE MEMORANDUM ASSET ACCOUNT

(VI B 3)

b In addition, for claim s amounting to \$100.00 or more, at least one of the following is required:

(1) A report on the debtor's financial condition which indicates that the debtor is not financially able to pay the claim and has no assets which would be available to satisfy the claim in a legal proceeding, or

(2) The authorized officer's determination that the cost of obtaining the evidence necessary to establish the claim in a court proceeding would exceed the amount of the claim, or

(3) The authorized officer's determination that the difficulty of establishing the claim in a court proceeding does not justify legal action, or

(4) A showing that the whereabouts of the debtor is unknown and cannot be discovered, or

(5) If the claim has been referred to the Office of the Solicitor for legal action and a statement has been received from that Office advising that institution of suit for collection of the claim would be unwarranted, the determination of the authorized officer should make reference to such statement.

c Where there is evidence of violation of a Federal criminal statute, regardless of the amount of the claim, there must be a statement from the Solicitor advising against legal action to effect collection and against prosecution under the criminal statute.

C Special Types of Claims - Additional requirements prerequisite to recommending transfer to the memorandum asset account of certain types of claims are:

1 Deceased Persons - Claims against deceased persons may be recommended for transfer provided,

a Collection is not possible, either because the debtor left no estate from which recovery can be made, or because notice of the debt was not filed prior to final settlement of the estate, with the executor or administrator,

TRANSFER OF CERTAIN CLAIMS TO THE MEMORANDUM ASSET ACCOUNT

(VI C 1)

b The maximum possible partial payment which the debtor's estate will support has been collected.

2 Bankrupt Persons - Claims against bankrupt persons may be recommended for transfer provided that the debtor has been discharged in bankruptcy proceedings and it has been determined by the Solicitor's Office, in Washington or the field, that the decree in bankruptcy bars further collection of the debt, and provided further that the debtor has taken no action since the issuance of the decree which would operate to revive the debt.

3 Persons who have Disappeared

a Claims against persons who have disappeared may be recommended for transfer provided,

(1) The whereabouts of the debtor is unknown,
and

(2) There are no known assets of the debtor from which recovery could reasonably be expected.

b In establishing the disappearance of the debtor or lack of assets, contacts should be made with relatives and business associates of the debtor and with agencies of the Department of Agriculture. The extent of such search should be governed in a large measure by (1) the amount of the debt, (2) the cost involved, (3) the length of time that the whereabouts of the debtor has remained unknown, and (4) any other factors which bear upon the probability of locating the debtor or of making collection.

VII SUBMISSION OF RECOMMENDATION

A Form - Recommendations for transfer of amounts of claims to the memorandum asset account will be submitted by the authorized officer to the Director of the Fiscal Branch. Recommendations shall be in the form of memoranda and, in addition to supplying all applicable required information as set forth in paragraph VI above, shall contain:

- 1 A complete identification of the claims
 - 2 The program under which the claim arose
 - 3 The circumstances upon which the claim is based
-

TRANSFER OF CERTAIN CLAIMS TO THE MEMORANDUM ASSET ACCOUNT

(VII A)

4 On all claims of \$100.00 or more, the authorized officer's recommendation, with reasons therefor, as to whether or not the claim(s), if approved for transfer, shall be circularized to the other PMA Commodity Offices in accordance with paragraph X C of this Instruction.

B Documentation - It is not required that documentation be attached to recommendations except that in case of bankruptcy a copy of the decree or court order showing the discharge of the debtor shall be attached. If the authorized officer deems it desirable to attach other supporting documents to his recommendation, or to utilize copies of claims forms, collection letters, etc., to indicate any of the information required to be submitted on claims, he may do so; otherwise, the recommendation shall contain all pertinent information relative to the case.

C Basic Documents - The basic documents forming the evidence of the debt itself will not be submitted with the recommendation. This includes contracts, bonds, etc.

VIII NOTICE OF ACTION ON RECOMMENDATION

A The Fiscal Branch will examine the recommendation and, if it is found to be acceptable, will prepare a memorandum for signature by the Director, Fiscal Branch, and concurrence by the Treasurer of the Corporation, and shall submit the memorandum with the recommendation of the authorized officer to the Manager of the Corporation or his designee for approval or disapproval. Such memorandum shall contain:

1. A request for the approval of the transfer of the amount to the memorandum asset account.

2 A recommendation with reasons therefor that specified claims of \$100.00 or more be added to or omitted from lists circularized to other Government agencies or to PMA Commodity Offices for inclusion on their debt registers. Such recommendation need not be limited to claims which authorized officers have recommended be excluded from circularization.

3 A request that authority be granted to adjust valuation reserves upon approval of the transfer to the memorandum asset account.

TRANSFER OF CERTAIN CLAIMS TO THE MEMORANDUM ASSET ACCOUNT

(VIII)

B Authorized officers shall be advised by the Fiscal Branch of recommendations that are approved by the Manager or his designee.

C If a recommendation is not acceptable, it shall be returned by the Fiscal Branch to the authorized officer together with an explanation of the reason(s) for the return. Applicable documents which were submitted in support of such recommendations shall also be returned. If recommendations relating to a part of the claims covered by one memorandum from an authorized officer are not acceptable, the Fiscal Branch shall advise the authorized officer of the items included in his recommendation that may not be approved and the reasons therefor, and shall return any applicable documents which were submitted in support thereof.

IX ACCOUNTING ACTION

A Transfer to Memorandum Asset Account - The office whose records include claims that have been approved for transfer to the memorandum asset account will:

- 1 Remove the claims from the account(s) in which currently recorded, using the appropriate charge-off account for the charge-off of any claims carried as Accounts Receivable.
- 2 Adjust valuation reserves as may be required.
- 3 Record the claims in the memorandum asset account.

B Maintenance of Subsidiary Records - A subsidiary record to serve as a debt register will be maintained by each field office covering claims transferred from its records to the memorandum asset account, or received by circularization from another office as described in paragraph C below.

C Distribution of List of Inactive Claims of \$100.00 or more - Authorized officers who submitted recommendations for transfers to the memorandum asset account will, upon receipt of notice that the recommended transfers have been approved, circularize to other PMA Commodity offices, as may be deemed practicable, all transferred claims of \$100.00 or more, except claims on which omission of such circularization has been specifically authorized by the Manager or his designee. If it is believed desirable to submit requests for set-off to other Government agencies, requests shall be submitted quarterly to the Fiscal Branch, Washington, D. C. which Branch will

TRANSFER OF CERTAIN CLAIMS TO THE MEMORANDUM ASSET ACCOUNT

(IX C)

take the necessary action to notify other agencies. It is not necessary to circularize other field offices or agencies with respect to debts of less than \$100.00.

D Collections Received after Transfer to Memorandum Asset Account - Collections effected by set-off or otherwise, after a claim has been transferred to the memorandum asset account, shall be credited to miscellaneous income. If the recovery is effected by an office other than the office in whose memorandum asset account the claim is recorded, the office making the collection shall apply the amount collected and advise the other office in order that such office may make proper notations on its records.

X REPORTING

At such times as may be requested by the Manager of the Corporation or his designee, a complete report of all claims transferred to the memorandum asset account will be prepared by the Fiscal Branch and will be submitted to the Manager or his designee in such form as he may require.

* * *

UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

PMA-354.5

ORIENTATION AVAILABLE TO EMPLOYEES OF PMA AND THE RESPONSIBILITY FOR
TRAINING

I PURPOSE

This Instruction outlines the types of orientation and information available to employees of PMA and the responsibility for the training. Orientation and employee information covers the furnishing of background information which is necessary for an employee to do a good job. It also includes keeping employees informed of changes in organization, functions, procedures, and regulations which affect them.

II ACTIVITIES

This training includes overall PMA orientation meetings; Branch, Division and field orientation meetings; and training with individuals or small groups. In addition, subject matter relating to organization, functions and relationships may be made available to the employees: After employees are oriented in the organization, activities appropriate to existing office conditions should be carried out to maintain fully oriented and informed employees. Staff meetings, routing of appropriate reports, making available news letters, policy and procedure releases and individual contacts on regular operations are activities that have a high employee information value.

III RESPONSIBILITY

A Supervisors - The supervisor is responsible for:

- 1 Instructing each employee in the relationship of his position to the overall functions of the Division, Branch and Administration.
- 2 Conducting appropriate activities for maintaining the necessary level of employee information.
- 3 Pointing out importance of orientation to employees and arranging their work so they can attend meetings and engage in other needed orientation and informational activities.
- 4 Advising Branch and Division officials on orientation needs of employees.

B Directors of Branches, Staff Offices and Field Officers in Charge - Each is responsible for:

- 1 Advising with Personnel Division on conduct of overall orientation meetings as to specific needs and type of program.

ORIENTATION AVAILABLE TO EMPLOYEES OF PMA AND THE RESPONSIBILITY FOR
TRAINING

(III B)

2 Planning Branch-wide program of orientation and employee information and issue Branch instructions for its execution.

3 Taking part in program as needed.

4 Conducting orientation meetings with employees of his Branch on the functions and organization of the Branch.

5 Bring to the attention of supervisor, materials and activities within their scope for orientation and information program.

C All Employees

1 All employees are responsible for knowing the overall objectives of PMA and those of their own Branch or office.

2 They are to know departmental and PMA policy and procedure related to their operations.

3 They are to acquaint themselves with information of PMA's operation and people as contained in news letters or other issuances given general distribution.

4 Attend general employee meetings, and engage in other activities designed for them.

D Training Specialists - The Training Specialists of the Personnel Divisions in Washington and field are responsible for:

1 Conducting programs for employees on overall functions, organization, and personnel regulations and policies.

2 Assisting Branches in planning orientation and information programs.

3 Developing supervisory training aids which will assist supervisors in job orientation.

IV AVAILABLE AIDS FOR ORIENTATION AND EMPLOYEE INFORMATION

Miscellaneous Publication 532, Handbook to Members of the Department of Agriculture

Annual Report of the Administrator

The PMA Daily Bulletin

A Guide to Broader Understanding and Better Public Service for USDA Employees

The Manual of PMA Instructions

ORIENTATION AVAILABLE TO EMPLOYEES OF PMA AND THE RESPONSIBILITY FOR
TRAINING

(IV)

Slide Films and Records - available from the Personnel Division

The Story of PMA

The Story of CCC

Other materials may be available through the Administrative Officers
or Office Directors

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